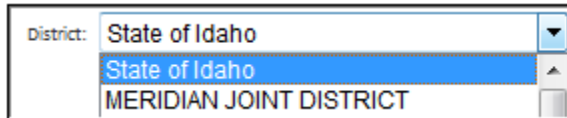


Schoolnet PDP: Searching and Registering Quick Reference Card

This card will help users get started searching and registering for activities found within Professional Development Planner (PDP) of the Educator Development Suite (EDS).

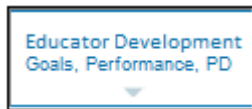
Access PDP:

- Log into Schoolnet via ISEE portal at <http://www.sde.idaho.gov>.
- At the top of your My Schoolnet home page, see the pull down tab to select the state view.



District: State of Idaho
State of Idaho
MERIDIAN JOINT DISTRICT

- Once at the state level, users will have access to EDS.

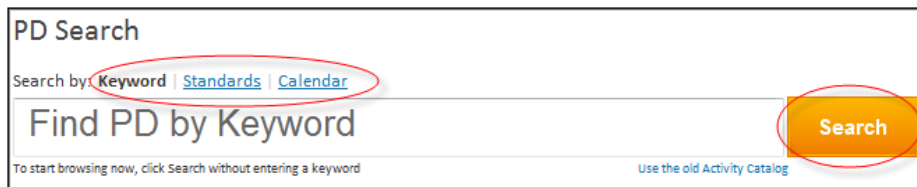


Educator Development
Goals, Performance, PD

- Roll over the Educator Development tab and select PD Search.

Search for an Activity (as a Teacher)

Search by keyword, standards or calendar date, or to browse all events, simply click Search.



PD Search

Search by: Keyword | Standards | Calendar

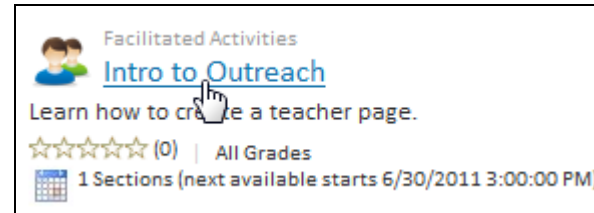
Find PD by Keyword

To start browsing now, click Search without entering a keyword

Use the old Activity Catalog

Search

To view details about an activity, click its title to go to the Activity Detail screen.



Facilitated Activities

[Intro to Outreach](#)

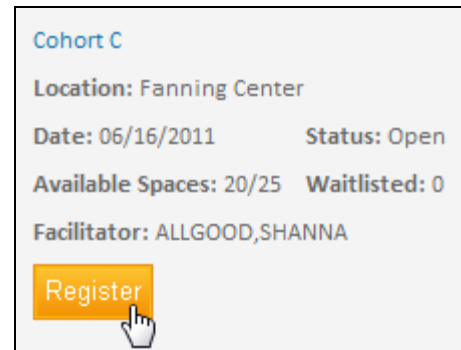
Learn how to create a teacher page.

☆☆☆☆ (0) | All Grades

1 Sections (next available starts 6/30/2011 3:00:00 PM)

Register for an Activity

Click **Register** below the desired open section.



Cohort C

Location: Fanning Center

Date: 06/16/2011 Status: Open

Available Spaces: 20/25 Waitlisted: 0

Facilitator: ALLGOOD,SHANNA

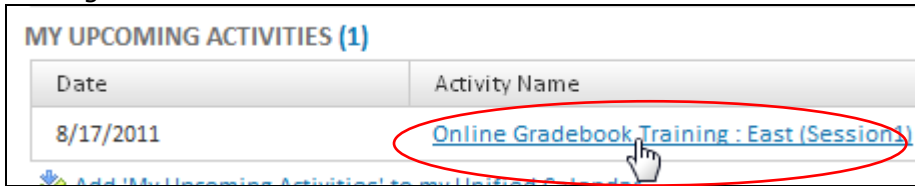
Register

- If there are no open spaces, click the **Add me to Waitlist** button instead (if available). You will receive an email confirmation when you are moved off the waitlist.
- For certain activities, you may have to complete an "activity request" to attend the activity. If pre-registration is required, you will be prompted to fill out the request form when you click **Register** or **Request Access for Online Course**.

Schoolnet PDP: Searching and Registering Quick Reference Card

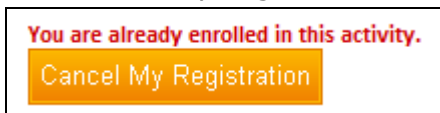
Cancel a Registration

On the PD Dashboard, click the title of the upcoming activity you can no longer attend.



Date	Activity Name
8/17/2011	Online Gradebook Training : East (Session 1)

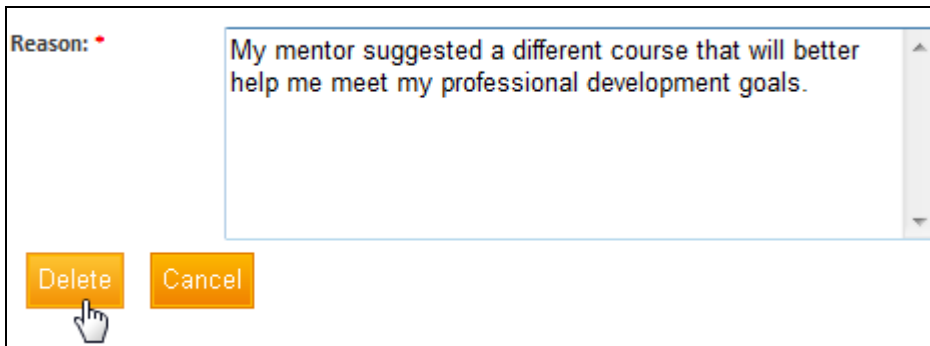
Click Cancel My Registration.



You are already enrolled in this activity.

Cancel My Registration

Enter the reason for the cancellation and click **Delete**.



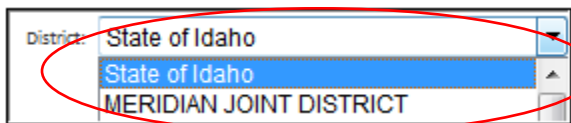
Reason: *

My mentor suggested a different course that will better help me meet my professional development goals.

Delete Cancel

To Return to your District Schoolnet page:

Use the pull down tab at the top center to select your district name in the pull down tab.



District: State of Idaho
State of Idaho
MERIDIAN JOINT DISTRICT